



Attendance Information

Our school attendance target is 96%

Punctuality

Arriving on time helps children:

- Meet and greet friends and adults
- Organise their belongings
- Settle at their tables
- Warm up their brains through morning task and be ready to learn!

Taking a holiday



Holidays in term time are not usually agreed unless there are exceptional circumstances. Permission will need to be sought in writing and addressed to the Head Teacher

School times

8:45 am - school opens
9:00am - Lessons begin
3:15 - School ends

Did you know?

Fixed Penalty Notice

Fixed penalty notices can be given if:

- Holidays are taken during term time
- Persistent lateness and absences



90% attendance is the same as a whole month off school in a year!



Attendance Process

Our school attendance target is 96%

Teachers are responsible for registering the children's attendance everyday through our online registering system.



Our admin team will check our answer machine for messages regarding pupil absent. The admin team will answer calls from 8:00am regarding pupil absent. Parents are expected to notify the school of any absence or lateness and give a reason why.



The admin team will log absence through our SIMS attendance system and notify the attendance leads of lateness and absence. Any child consider vulnerable will be passed to the school DSL to follow up.



The weekly attendance reports will be monitored by the Attendance Leaders Miss Rutherford and Mrs Harris. Letters, phone calls and home visits may be made where necessary.



Child Missing In Education

Our school attendance target is 96%

Absence not reported by parent / carer. Admin team will call home and make initial enquiries. This includes checking on sibling attendance within school or their setting or family members / SIMS contacts. If no response a visit will be made to the home and a Day 1 letter posted through letter box. If social care team are involved they will be contacted by **DSL**.

Day 2 the process will be repeated and neighbours to the property will be asked as to the family whereabouts. Day 2 letter will be posted through the door of the family.

Day 3 the process of day 1 and 2 will be repeated. If still no response a Day 3 letter will be posted which outlines that the parents or carers must make immediate contact with the school. The letter will outline that the process for a child missing in education may begin and police may be notified.

Day 4 the process of day 1, 2 and 3 will be repeated and a day 4 letter will be sent out. This outlines the urgency of the matter. The police are contacted to ascertain any information regarding the missing child.

Day 5 the process all 4 stages are completed and a referral form to Child Missing in Education will begin. Warwickshire County Council Child Missing in Education steps taken.

At all stages any child with social care involvement or considered to be of safeguarding concern will be referred immediately to the Warwickshire Safeguarding Team where advice and actions will be followed. The safety of our children is paramount.

Please refer to our Safeguarding and Child Protection Policy and Child Missing in Education Policy for further details.